Administration for Children and Families

Administration on Children, Youth and Families

Child Welfare -- Early Education Partnerships to Expand Protective Factors for Children with Child Welfare Involvement

HHS-2011-ACF-ACYF-CO-0185

Application Due Date: 07/25/2011

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Department of Health & Human Services
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Executive Summary:

The Administration for Children and Families (ACF), Children's Bureau (CB) announces the availability of 17-month infrastructure building grants to support collaborative initiatives between child welfare and early childhood systems to maximize enrollment, attendance, and supports of infants and young children who are in foster care into comprehensive, high-quality early care and education programs. Educational and medical services are crucial supports for many families adopting children from foster care, especially children who have special needs or extensive medical or mental health treatment needs. Through this funding opportunity, communities can develop new models or build on existing collaborative policies, procedures, and/or practices. Applicants will be expected to address barriers to permanency and implement multi-disciplinary interventions to improve the socio-emotional and behavioral well-being of children, ages birth to 5 years old, and their families. The lessons from these initiatives will inform the field of strategies to support the optimal development of infants and young children in care by providing continuous quality care experiences. Applicants will propose viable partnerships among child welfare agencies, early childhood programs and other critical stakeholders, such as child care, health, mental health agencies, and other post-permanency supports.

I. Funding Opportunity Description

Statutory Authority

The legislative authority is the Adoption Opportunities Program, section 203 (42 USC 5113) of the Child Abuse Prevention and Treatment and Adoption Reform Act (CAPTA) of 1978, (Pub.L. 95-266), as amended by the Keeping Children and Families Safe Act of 2003 (Pub.L. 108-36) and CAPTA Reauthorization Act of 2010 (Pub.L. 111-320).

Description

Purpose

The purpose of this Funding Opportunity Announcement (FOA) is to solicit proposals for projects that will build capacity among State, local, or tribal child welfare agencies and early childhood systems to maximize the identification, enrollment, attendance, and supports of infants and young children, ages birth to 5 years old, in foster care into comprehensive, high-quality early care and education services. Through this funding opportunity communities will build infrastructure to better address barriers to permanency and to enhance their capacity to deliver multi-disciplinary interventions to improve the socio-emotional and behavioral well-being of infants and young children, ages birth to 5 years old, and their families through collaborative service delivery. These projects may develop new models or replicate existing

models of collaborative policies, procedures and/or practices for identifying and addressing the early educational needs of this population.

The lessons from these initiatives will inform the field of strategies to support the optimal development of infants and young children in care through the provision of continuous quality care experiences. The Children's Bureau anticipates that these projects will help:

- Foster strategic coordination and institutionalized communication among public child welfare, early childhood, and community organizations, and families with infants and young children;
- Support the development of policies and/or procedures to increase the identification, enrollment, and attendance of infants and young children in foster care into comprehensive, high-quality early care and education services;
- Promote the awareness and utilization of multi-disciplinary interventions and quality practice that increase protective factors and decrease risk factors to improve developmental outcomes and prevent subsequent child maltreatment for children, ages birth to 5 years, and their families;
- Promote the development of policy, quality practice, and other strategies across systems aimed at increasing parental protective factors, developing children's resiliency, and mitigating the effects of childhood trauma; and
- Collectively disseminate findings and support knowledge transfer from these projects to the field.

Infrastructure building activities may include:

- Foundation infrastructure (planning and collaboration);
- Implementation infrastructure (operations and workforce development); and
- Sustaining infrastructure (communications, building support, and evaluation). (Del Grosso et al., in review, & Hargreaves & Cole, in review)

Administration on Children, Youth and Families' Focus on Improving Well-Being

The Administration on Children, Youth and Families will be focusing in the coming years on defining and improving the overall well-being of children and families served by the child welfare system. Well-being can be conceptualized as improvements in social and emotional functioning that allow children to be successful during childhood and into adulthood and ensuring families have the ability to create secure and responsive environments. Core components of well-being include having:

- Healthy Development (being on target developmentally and getting back on target when needed)
- Protective Mechanisms (self-regulation, coping, self-esteem, self-efficacy)
- Resiliency (healing, recovery, elasticity)
- Relational Competency (positive connections and attachments with peers and adults)
- Protective Factors (parental resilience, knowledge of parenting and child development, social connections, concrete support in times of need, child's social and emotional development)

These components are foundational to ensuring that children are successful at home, in school, at work and in the community now and as adults. It is important, however, that the core components of well-being be understood in the context of children who experience multiple adverse and traumatic life experiences as what is currently known about healthy development, protective mechanisms, relational competency and resiliency may not fully address the needs of this population of children. The work contemplated in this funding announcement is designed to not only maximize the enrollment, attendance, and stability of infants and young children into comprehensive, high-quality early care and education services, but to also improve overall well-being in this particular context so that safety and permanency can be achieved.

Background

Children between the ages of birth to 3 are uniquely vulnerable to maltreatment. In Federal Fiscal Year (FFY) 2009, these children accounted for 33 percent of the victims of abuse and neglect. Children in this age group were victimized at a rate of 13.6 per 1,000 compared to rates of 9.7 per 1,000 for children 4-7 years and 8.1 per 1,000 for children 8-11 years (U.S. Department of Health and Human Services,

Administration on Children, Youth and Families, *Child Maltreatment 2009*).

Very young children are now more likely to be brought into foster care than ever before. Infants and toddlers have been identified as one of the fastest growing groups being served by child welfare and child protective services (Wulcyzn, Barth, Yuan, Jones-Harden, & Landsverk, 2005). In FFY 2009, 37 percent of children who entered out-of-home care were 3 or younger. Of this group almost half (45 percent) were under 1 year old (U.S. Department of Health and Human Services, Administration on Children, Youth and Families, *The AFCARS Report: Preliminary FY 2009 Estimates*).

Head Start Program Information Report (PIR) Enrollment Statistics from 2008-2009 show that 14,639 of the children who received Head Start and Early Head Start (HS/EHS) services during this time were eligible because of their status as foster children. This figure represents 9.2 percent of American children ages birth to 5 years who were in foster care on September 30, 2008 (AFCARS, 2008). Given this information, Head Start and Early Head Start programs and their local public child welfare agencies have been encouraged to pursue active partnerships to jointly develop appropriate strategies relative to their community's specific needs.

On July 28, 2010, ACF-IM-HS-10-04 was sent to HS/EHS Grantees and Delegate Agencies to reinforce the commitment of the Office of Head Start (OHS) to serve abused and neglected children through its grantees and delegate agencies and to provide guidance regarding promising practices in recruiting and serving families involved in the public child welfare system. This Information Memorandum (IM) can be accessed at http://www.acf.hhs.gov/programs/ohs/policy/pdf/im2010/ACF-IM-HS-10-04.pdf. On January 31, 2011, ACYF-CB-IM-11-01 was issued for State and local child welfare agencies to reinforce the commitment of the Children's Bureau (CB), too. This IM can be accessed at http://www.acf.hhs.gov/programs/cb/laws_policies/index.htm#cwpm. Applicants are encouraged to review the IMs. The IMs include specific examples and information about how to enhance or expand the service network for children and families involved in the child welfare system and to provide more supplemental services in local communities that could benefit child welfare populations. Examples from the IMs include the following:

- Commit that HS/EHS will a) review recruitment and selection and policies in order to prioritize enrollment of foster children and children with open child welfare cases and b) communicate this policy to the local child welfare agency;
- Jointly establish an agreed upon standardized referral process to HS/EHS programs by the local and/or State child welfare office(s) to be used when making referrals of foster children and other eligible children with an open child welfare case;
- Jointly establish an agreed upon screening protocol for HS/EHS families who are involved in the child welfare system;
- Arrange joint trainings on topics of mutual interest, such as working with high-need families (e.g., families with substance abuse issues, criminal histories, and mental health needs), administering child and family assessment instruments, and the responsibilities of mandated reporters; and
- Designate a liaison between HS/EHS and child welfare and/or consider co-locating staff.

The IMs do not include exhaustive lists of strategies. There are many other approaches that may be effective.

CB encourages interagency collaboration at the local, State and tribal level to support families who come to the attention of child welfare and other health and human services agencies. With the implementation of the Adoption and Safe Families Act (ASFA) and with renewed emphasis on achieving permanency for children in the child welfare system, finding effective and timely methods to address concurrent family problems and child maltreatment is critical. On December 20, 2010, President Obama signed Public Law 111-320, a new 5-year reauthorization of the Child Abuse Prevention and Treatment Act (CAPTA). The Keeping Children and Families Safe Act of 2003, June 25, 2003 (Pub.L. 108-36) encourages Federal support of child protective services linkages with developmental, mental health, early intervention, and

health services related to the evaluation and treatment of maltreated children. As a result, CAPTA State grant eligibility is now tied to several State practices intended to promote access to services for at-risk children. Specifically, CAPTA requires child protective services (CPS) to refer all cases involving substantiated victims of child maltreatment under the age of 3 to Part C of the Federal Individuals with Disabilities Education Act (IDEA) to be evaluated for the receipt of early intervention services such as speech, language, and physical therapy; family counseling and home visits; medical care; nursing; and nutrition services. Additionally, under the Adoption Opportunities Program, as amended by CAPTA Reauthorization Act of 2010 (Pub.L. 111-320), the overarching goal is to sustain or enhance collaborative initiatives that will increase permanency and post-permanency supports is highly consistent with various activities specified to reach program goals.

Child Development

Over the last decade, research in the neurobiological, behavioral, and social sciences point to the critical importance of early life and early childhood experiences in shaping the developmental outcomes for children in later life. These issues were brought to the forefront in the book *From Neurons to Neighborhoods: The Science of Early Childhood Development* [Shonkoff & Phillips (Eds.), 2000]. The report emphasized that "early environments matter and nurturing relationships are essential" (p. 4). It further states that "virtually every aspect of early human development, from the brain's evolving circuitry to the child's capacity for empathy, is affected by the environments and experiences that are encountered in a cumulative fashion, beginning early in the prenatal period and extending throughout the early childhood years" (p.6). These early years are critical because they are the period of the most rapid development in the areas of brain development, physical growth, motor skills, language formation, emerging self-concept, and social and behavior skills.

Research suggests that exceptionally stressful experiences early in life may have long-term consequences for a child's learning, behavior, and physical and mental health. Researchers differentiate among the different types of stress that may have positive or negative effects on a child's development. "Positive stress" in a child's life (i.e., overcoming the challenges and frustrations of learning a new, difficult task, for instance) can be beneficial. However, severe, uncontrollable, and chronic adversity, which is defined as "toxic stress," can result in detrimental effects on developing brain architecture, as well as on the other systems that help an individual adapt to stressful events (Center on the Developing Child at Harvard University, 2007, National Scientific Council on the Developing Child (2005)*Excessive Stress Disrupts the Architecture of the Developing Brain: Working Paper No. 3.*, Cambridge, MA: Harvard University). These negative outcomes are also confirmed by the findings from the *Adverse Childhood Experiences Study,* which reveals a powerful relationship between emotional experiences as children and adult emotional health, physical health, and major causes of mortality in the United States.

Experts agree that programs and resources aimed at preventing child abuse and neglect must start early. Research shows that trauma during the early years affects long-term outcomes by impacting brain development, cognitive functioning, physical regulation, and the ability to form successful relationships. However, protective relationships with care-giving adults can alleviate the effects of early trauma. In fact, early intervention and attention to early development can effectively mitigate negative outcomes. In light of the research on early childhood, infants and young children who are at greatest risk for abuse and neglect are a particularly vulnerable population that need special attention, with an emphasis on continuous quality care experiences. Research on risk and protective factors for the prevention of mental, emotional, and behavioral (MEB) disorders across the life cycle clearly shows the importance of early childhood learning for young children and opportunities for engagement within school and community. Yet even when MEB disorders are recognized, connecting children and their families to services often proves difficult, requiring knowledge of programs and eligibility requirements and persistence in overcoming barriers.

Child Welfare

A recently completed study on the developmental status and early intervention service needs of maltreated children commissioned by the Office of the Assistant Secretary for Planning, Research and Evaluation at the U.S. Department of Health and Human Services also confirms the severity of these issues for this population. The literature review from the study points to the fact that many maltreated infants and young children exhibit a variety of physical, cognitive, socio-emotional, relational, and psychological difficulties. Studies reviewed found that significant percentages of maltreated children younger than 3 years old had chronic health problems, growth and fine motor delays, cognitive delays, and speech and language delays. Exposure to harsh parenting practices and child abuse or neglect during the earliest years hinders the healthy social, cognitive, and emotional development of children (Wiggins, Fenichel, & Mann, 2007).

In a secondary analysis of the data from the National Survey of Child and Adolescent Well-Being and the National Early Intervention and Longitudinal Study, researchers found that children birth to 3 years who have been maltreated are at substantial risk of experiencing developmental delays. Moreover, the study found that the proportion of children with measured delays who had substantiated maltreatment reports did not differ significantly between cases where maltreatment was investigated but not substantiated. Finally, young children who were maltreated were reported to have high levels of behavior problems as reported by their caregivers (Barth, Scarborough, Lloyd, Losby, & Mann, 2007). A copy of the report is available at: http://www.acf.hhs.gov/programs/opre/ abuse_neglect/nscaw/reports/ need_early_intervention/ early_intervention.html.

As a group, families of children who come in contact with the child welfare system often present complex problems that include mental health, substance abuse, family violence, and poverty. Effective child maltreatment prevention efforts need to target the multiple needs of infants, young children, and their families; and need to intervene at multiple levels (e.g., individual, family, community, societal). The Adoption Opportunities program eliminates barriers to adoption and helps to find permanent homes for children, particularly those with special needs, who would benefit by adoption. In the *Report to Congress on Barriers and Success Factors in Adoptions from Foster Care: Perspectives of Families and Staff Supported by the Adoption Opportunities Program*, parents who finalized their adoptions reported that, at the time of placement, the child issues they considered most challenging were medical needs and having a history of abuse and neglect prior to adoption. Other challenging child issues that families mentioned were: ADHD; educational needs; behavioral problems; and prenatal drug or alcohol exposure. Many Federal agencies, States, and Tribes have engaged in activities to specifically address the capacity of early childhood programs to support families and prevent child maltreatment. Yet, integrating the critical concepts from early brain research into State policy and program development among child-serving agencies remains challenging. This funding opportunity provides States, Tribes, and localities the opportunity to address these challenges.

Early Childhood Systems

Consistent participation in early childhood education has been associated with higher cognitive functioning, school readiness, and social and emotional development (National Research Council, 2001). Research on the effectiveness and cost-benefits of early childhood programs has identified several interventions and strategies that can help ameliorate or protect against many of the potential negative risk factors for child maltreatment. Examples of program models that have undergone rigorous evaluations include home visiting, parent education, and early childhood center-based programs. The cumulative evidence from a number of early childhood programs suggests that demonstrated effective programs share some of the following characteristics:

- A theoretical framework that guides how and why services are delivered;
- Identification of a specific target population;
- Effective early identification and screening for health, mental health, behavioral issues, and exposure to family violence or substance abuse for infants and young children and their parents;
- Long-term service delivery (from 6 months to 2 years) and offering weekly contact to participants;

- Utilization of professionals;
- Comprehensive services that can be tailored to the individual needs of families;
- A developmental focus to guide the service delivery strategies;
- Targeted intervention outcomes that focus on skill-building for positive parent-child interactions and reducing problematic parenting behavior; and
- Linkages with other formal and informal supportive social, health, and behavioral services in the community (Wiggins et al, 2007; Wulczyn et al, 2005; Schatz, J.N., 2006; Daro & McCurdy, 2007; Schorr & Marchand, 2007).

OHS places a high value on outreach and comprehensive services to families and children with involvement in the public child welfare system, a system which includes preventive, protective, foster care, and adoption services (45 CFR 1340.41 (a)(vi-vii)). Children whose families are served by the child welfare system often are developmentally vulnerable due to trauma stemming from early abuse and neglect as well as from risk factors that commonly co-occur, such as prenatal drug exposure, prematurity, low birth weight, poverty, homelessness, parental depression, and other mental health problems. The comprehensive services offered by HS/EHS programs support children by providing a safe and enriched learning environment while facilitating early identification of developmental delays and access to early intervention, health care, and mental health services. In addition, HS/EHS programs provide a significant source of family support, parent education, and adult development services for parents and other family members.

Foster children who meet program age requirements are automatically eligible for HS/EHS even if the family or foster family income exceeds income guidelines (45 CFR 1305.2(l)). OHS encourages HS/EHS agencies to prioritize children in the public child welfare system when establishing enrollment selection criteria and selecting children and families for HS/EHS services. Children whose custodial parents have an open case with the child welfare system but retain physical custody of their children are not automatically eligible for HS or EHS, but a program may prioritize these children for enrollment due to the level of risk and the needs of the family.

Head Start and Early Head Start agencies must take an active role in community planning to encourage strong communication, cooperation and the sharing of information with community partners (45 CFR 1304.41(a)). Further, these agencies must take affirmative steps to establish ongoing collaborative relationships with community organizations, including child welfare agencies and service organizations (45 CFR 1304.41(a)(2)(vi-vi)). For more information about how the Office of Head Start characterizes high-quality care in early childhood programs, see http://eclkc.ohs.acf.hhs.gov.

Child Care

Children who are in need of "protective services," as defined by the State or Territory, are also categorically eligible for Child Care Development Fund (CCDF) subsidy receipt at the discretion of the State or Territory (45 CFR 98.20(a)(3)(ii)). CCDF Lead Agencies may prioritize child care subsidies for children in protective services and have initiated innovation partnerships to meet the needs of this population.

Other Early Childhood Systems Initiatives

At the Federal level, a number of interagency efforts to foster greater linkages across early childhood and child welfare have occurred over the last several years. Since the 1980s, the Office on Child Abuse and Neglect (OCAN) at CB led the Federal Interagency Workgroup on Child Abuse and Neglect, which focuses on a variety of cross-agency efforts related to child maltreatment prevention and early childhood research. Over the last several years, the Health Resources and Services Administration's Maternal and Child Health Bureau has also facilitated an Early Childhood Federal Partners Workgroup with representatives from a number of HHS agencies. More recently, the Maternal and Child Health Bureau and the Administration for Children and Families are working closely to support the implementation of the new Maternal, Infant and Early Childhood Home Visiting Program. Other Federal agencies have similarly

established their own interagency or intra-agency efforts to address the needs of young children.

The Early Head Start/Child Welfare Services initiative was established through a partnership between the Office of Head Start and the Children's Bureau, with a goal to expand the service network in local communities to meet the needs of this unique population. In FY 2002, grants were awarded to fund 24 demonstration projects for a period of 3 years. Their findings on building effective, sustainable partnerships with child welfare agencies can be found in the *Early Head Start-Child Welfare Services Initiative Final Synthesis Reports (Volumes 1 and 2)*. These reports describe lessons learned from EHS grantees that participated in a federally funded 5-year initiative from 2002--2007 to promote partnerships with their local public child welfare agencies and better serve public child welfare system clients. The Information Memoranda previously referenced also reflect the lessons learned through these projects. Other resources on best practices in recruiting and serving families involved in the public child welfare system can be found in *Supporting Infants and Toddlers in the Child Welfare System: The Hope of Early Head Start* (Technical Assistance Paper No. 9), which is available at [http://eclkc.ohs.acf.hhs.gov/hslc/ resources/ECLKC_Bookstore/ PDFs/TA9%5B1%5D.pdf](http://eclkc.ohs.acf.hhs.gov/hslc/resources/ECLKC_Bookstore/PDFs/TA9%5B1%5D.pdf).

In FY 2009, the Children's Bureau awarded a grant to the Center for the Study of Social Policy (CSSP) to create the National Quality Improvement Center on Preventing the Abuse and Neglect of Infants and Young Children, hereafter known as the QIC on Early Childhood (QIC-EC). The QIC-EC is a partnership between CSSP; ZERO TO THREE: National Center for Infants, Toddlers, and Families; and the National Alliance of Children's Trust and Prevention Funds. The purpose of this 5-year project is to generate and disseminate robust evidence and new knowledge about program and systems strategies that contribute to child maltreatment prevention and optimal developmental outcomes for infants, young children, and their families. The QIC-EC supports a number of collaborative research and demonstration projects across child abuse prevention, child welfare, early childhood, and other health, education, and social service systems. These research and demonstration projects explore a broad range of issues about gathering child abuse and neglect prevention evidence, how to improve developmental outcomes for infants and young children, what kind of collaborations and systems are effective, and how these efforts can result in better outcomes for young children and their families at greatest risk for child maltreatment. The new knowledge that emerges from the research and demonstration projects will be built around three key components: (1) a social-ecological approach to prevention that addresses child maltreatment at multiple levels (individual, family, community, and policy); (2) evidence of effectiveness that integrates professional experience and expertise in the context of families' culture, characteristics, and values with scientifically rigorous methodology; and (3) a more thorough understanding of how building protective factors, in addition to reducing risk factors, can reduce maltreatment for young children and their families. Applicants are encouraged to visit QIC-EC website and review the Literature Review for the Quality Improvement Center on Early Childhood (http://www.qic-ec.org/resources/literature).

Finally, in the last few years, a number of non-Federal early childhood initiatives have been proliferating across the country with support from State, local, business, and foundation funding. For example, CSSP has launched its Strengthening Families Through Early Care and Education initiative, which strives to support State efforts to build the capacity of early childhood programs to increase protective factors in families to prevent child abuse and neglect. Over the last 10 years, a number of CAPTA Title II Lead Agencies for the Community-Based Child Abuse Prevention Program (CBCAP) have taken on leadership roles in collaborative partnerships with early care and education as part of the Strengthening Families national initiative. Other current early childhood efforts focus on improving the school readiness of young children. For example, the National Governor's Association Center on Best Practices has provided support for grants to 17 States to convene statewide summits on early childhood. This Center has also provided grants to State leaders building comprehensive, coordinated early childhood systems. However, these initiatives are not often focused specifically on addressing the needs of children at the greatest risk of child maltreatment. In addition, comprehensive systems are not yet in place across child welfare and the early childhood research and practice communities. Much more work is needed to bridge the gaps across all these related efforts to promote maximum efficiency and effectiveness in identifying and supporting

evidence-based and evidence-informed programs to prevent child abuse and neglect for infants and young children and to minimize its impact when maltreatment occurs.

Selected Resources

- Resources for professionals and caregivers on IDEA Part C, early childhood programs, choosing a child care provider, and child supervision guidelines (http://www.childwelfare.gov/systemwide/ service_array/earlychildhood/index.cfm)
- Wulcyzn, F., Barth, R. P., Yuan, Y. T., Jones Harden, B., & Landsverk, J. (2005). *Beyond common sense: Child welfare, child well-being, and the evidence for policy reform*. New Brunswick, NJ: Aldine Transaction Publishers.
- Early Childhood Comprehensive Systems Grants funded by the Maternal and Child Health Bureau (http://eccs.hrsa.gov/)
- National Abandoned Infants Assistance Resource Center (http://aia.berkeley.edu/)
- Early Head Start/ Head Start National Resources Center (http://www.ehsnrc.org/)
- O'Connell, M. E.; Boat, T.; Warner, K. E.; Committee on the Prevention of Mental Disorders and Substance Abuse Among Children, Youth and Young Adults: Research Advances and Promising Interventions; Institute of Medicine; & National Research Council. (2009). *Preventing Mental, Emotional, and Behavioral Disorders Among Young People: Progress and Possibilities*. National Academy of Sciences.
- The National Child Traumatic Stress Network. (2008). *Child Trauma Toolkit for Educators*. Available at: http://www.nctsnet.org/resources/ audiences/school-personnel/trauma-toolkit
- Connell, M. E.; Boat, T.; Warner, K. E.; Committee on the Prevention of Mental Disorders and Substance Abuse Among Children, Youth and Young Adults: Research Advances and Promising Interventions; Institute of Medicine; & National Research Council. (2009). *Preventing mental, emotional, and behavioral disorders among young people: Progress and possibilities*. National Academy of Sciences.
- SAMHSA's National Registry of Evidence-Based Programs and Practices http://www.nrepp.samhsa.gov/
- Evidence-based Practices for Children Exposed to Violence: a Selection from Federal Databases: http://safestartcenter.org/pdf/ Evidence-Based-Practices-Matrix_2011.pdf
- National Child Traumatic Stress Network Empirically Supported Treatments and Promising Practices: http://www.nctsnet.org/resources/ topics/treatments-that-work/promising-practices

Project Requirements

These 17-month infrastructure building initiatives among child welfare and early care and education systems will maximize enrollment, attendance, supports, and stability of infants and young children in foster care into comprehensive, high quality early care and education services. Through this funding opportunity communities will build infrastructure to enhance their capacity to deliver multi-disciplinary interventions that will improve the socio-emotional and behavioral well-being and reduce barriers to permanency among infants and young children, ages birth to 5 years old, and their families. These projects may develop new models or replicate existing models of collaborative policies, procedures and/or practices for identifying and addressing the needs of the targeted population. The lessons from these initiatives will inform the field of strategies to support the optimal development of infants and young children in care through the provision of continuous quality care experiences. The overall goals of this project are to:

- Foster strategic coordination and institutionalized communication among public child welfare, early childhood, and community organizations, and families with infants and young children in foster care;
- Support the development of policies, practices, and/or procedures to increase the identification, enrollment, attendance, supports, and stability of infants and young children in foster care into comprehensive, high-quality early care and education services;

- Promote the awareness and utilization of multi-disciplinary interventions and quality practice that increase protective factors and decrease risk factors to improve developmental outcomes for children, ages birth to 5 years old, and their families;
- Promote the development of policy, quality practice, and other strategies across systems aimed at increasing parental protective factors, developing children's resiliency, and mitigating the effects of childhood trauma; and
- Collectively disseminate findings and support knowledge transfer from these projects to the field.

Building Infrastructure Capacity

Meaningful partnerships and sustained coordination efforts across agencies and systems are critical to build infrastructure needed to support comprehensive services and care to children in the child welfare system. This initiative provides an opportunity for child welfare and early care and education systems to work together to bridge the existing knowledge between the development of successful partnerships and collaborations, improved system functioning, and improved outcomes for children. Under this funding opportunity, State, local, or tribal child welfare agencies and early childhood systems may engage in one or more of the following efforts:

- Develop collaborative relationships among child welfare systems, early education systems, and other stakeholders;
- Develop and implement a model for information and data sharing between early education systems and child welfare and other stakeholders (as applicable);
- Promote awareness and implement early interventions for young children, ages birth to 5 years old, and their families (as applicable);
- Develop training, shared data collection methods, interagency forms, procedures, and policies that support collaborative service delivery;
- Develop/enhance services to address the well being of children, birth to 5 years old, especially those with special education needs;
- Develop strategies to support multi-disciplinary decision making and conflict resolution between child welfare and early education systems;
- Develop strategies to ensure that caretakers are able to participate fully in the early care and education setting; and/or
- Promote awareness of all such collaborative efforts among community stakeholders as appropriate.

Examples of strategies aimed at promoting the educational stability and improving educational outcomes include, but are not limited to:

- Fostering strategic coordination and institutionalized communication among child welfare and early care and education systems.
- Developing materials and strategies within the early educational setting that teach and prepare administrators, classroom teachers, aides, and others to fully engage in establishing learning environments that understand and can address emotional and behavioral challenges resulting from childhood trauma caused by abuse and neglect. Strategies should be developed to enhance efforts across systems aimed at increasing school protective factors, developing children's resiliency, and mitigating the effects of childhood trauma.
- Establishing multi-disciplinary education teams in which the child welfare agency staff, school personnel, court personnel, behavioral health personnel, and the family -- can jointly make decisions.
- Developing educational policies, protocols, and information and data-sharing agreements across counties and across the State to minimize disruption.
- Providing resource materials and regular updates regarding collaborative efforts to the legal community, especially judges and guardians ad litem/children's attorneys, to ensure that early care and educational concerns are regularly addressed in judicial hearings and reviews and that attorneys for children are fully informed of policy and practice in order to best inform advocacy.

- Promoting or developing data-sharing capacity utilizing data sharing agreements, integrated databases, or data exchanges across systems that support or are responsible for the early educational success of children in the child welfare system.
- Developing models between child welfare and education demonstrating successful and effective rapid child specific recruitment initiatives which utilize technology to inform school personnel and families of the immediate need for a foster home when a child is at risk of being moved to a new community due to a lack of placement resources.

Evaluation

The Children's Bureau expects these projects to engage in an evaluation of sufficient rigor to demonstrate linkages between project activities and stated objectives. Results from this evaluation are expected to inform programmatic improvements. Efforts will expand the knowledge base on potentially effective strategies for promoting and using collaborative policies, practices, and/or procedures to better serve and enroll children ages, birth to 5 years old, in foster care into comprehensive, high-quality early childhood and education services. Evaluation results should report relevant outputs and outcomes that appropriately reflect the consequences of the project activities. Where data are available and appropriate, grantees are encouraged to measure outcomes pre\post of the activity. CB is particularly interested in the:

- Factors and strategies associated with successful partnerships and collaborative efforts;
- Organizational and system conditions necessary to support successful implementation;
- Appropriateness of fit between selected interventions and the system and settings into which they are introduced; and
- Sustainability plan (see Sustainability Plan in *Section IV.2*).

While these 17-month grants are intended for infrastructure-building, applicant logic models may consider long-term child outcomes that are expected to occur after the funding period.

Grantees that do not have the in-house capacity to conduct an objective evaluation of the project are encouraged to contract with a third-party evaluator specializing in social science or evaluation to conduct the evaluation. It is important that the evaluator has the necessary independence from the project to ensure objectivity. A skilled evaluator can help develop a logic model and assist in designing an evaluation strategy that is appropriate given the goals and objectives of the proposed project. While not required, grantees may expand the scope of the evaluation. For example, grantees may conduct an assessment on the strength of partnerships achieved through this project or build on the process evaluation to include outcome measures to more rigorously evaluate the funded work. Additional assistance may be found in a document titled "Program Manager's Guide to Evaluation." A copy of this document can be accessed at http://www.acf.hhs.gov/programs/ opre/other_resrch/ pm_guide_eval/index.html.

Grantees will provide CB with a written report at the end of the project detailing evaluation findings, barriers encountered, and noted successes. Grantees in collaboration with each other may produce a comprehensive evaluation report at the conclusion of the project period and present findings to CB and other stakeholders.

Applications should include a logic model that presents the conceptual framework for the proposed project and explains the linkages among program elements. Information on the development of logic models is available on the Internet at http://www.childwelfare.gov/ management/ effectiveness/logic_model.cfm.

General information about the HHS Protection of Human Subjects regulations can be obtained at http://www.hhs.gov/ohrp/. Applicants may also contact OHRP by email (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).

See Section IV.2 Project Description for information about evaluation requirements.

Dissemination

CB expects that information and knowledge generated by these projects will be shared with the field and

efforts will be made to integrate project knowledge into policy and practice. Grantees will be expected to disseminate strategically and effectively, so their project information and knowledge is received by key target audiences and used as intended to achieve identified dissemination goals. This will include both individual project dissemination of individual project products and findings AND cluster dissemination of cross-cluster products and findings.

Grantees will be expected to work throughout the course of their projects with Federal Project Officers, the CB T/TA Network, and other projects in this grant cluster to:

- Finalize individual and cluster-wide dissemination goals and objectives;
- Identify and engage with target audiences for dissemination;
- Produce detailed procedures, materials, and other products based on the program evaluation; and
- Develop and disseminate summarized/synthesized information about the project.

Grantees are expected to disseminate strategically and incorporate dissemination activities into their work. Their dissemination activities will focus on key target audiences, for specific purposes, understanding what they need to know, and effectively getting this information to them. Projects will disseminate their individual project products and findings AND work with the other projects in this grant cluster to disseminate cross-cluster products and findings. Projects will disseminate at appropriate times. They will evaluate the extent to which their target audiences have received project knowledge and used it as intended, and assess the long term impact of dissemination. They will allocate sufficient staff time and budget for dissemination.

Working with Other CB Discretionary Grant Projects

CB currently funds approximately 300 discretionary grant projects in over 50 different program areas. Through their work with a broad spectrum of populations within the child welfare arena, discretionary grantees develop a wealth of knowledge across numerous program areas. The findings from these programs can be useful in informing the field. Specifically, CB has addressed the important issues related to child welfare and early childhood partnerships to expand protective factors for children with child welfare involvement, including various formulas and issues surrounding discretionary grants. Applicants are strongly encouraged to utilize the knowledge being developed by CB discretionary research and demonstration projects and other related Training and Technical Assistance (T/TA) activities when developing proposals in response to this funding announcement. For more information on CB discretionary grant programs, please see http://www.acf.hhs.gov/programs/ cb/programs_fund/index.htm#disc and http://basis.caliber.com/ cbgrants/ws/library/ docs/cb_grants/GrantHome.

Additional Project Requirements

The acceptance of funds for projects responsive to this announcement will signify the applicant's assurance that it will comply with the following requirements:

- Have the project fully functioning within 90 days following the notification of the grant award.
- Participate if CB chooses to do a national evaluation or a technical assistance contract that relates to this funding announcement.
- Submit all program and financial reports in a timely manner, in the recommended formats (to be provided). CB prefers and will accept the interim and final report on disk or electronically using a standard word processing program.
- Submit an original and two copies of the final report, the evaluation report, and any program products to Child Welfare Information Gateway within 90 days of the project end date.
- Acknowledge that CB reserves the right to secure and distribute grantee products and materials, including copies of journal articles written by grantees about their grant projects.
- Include the following notice with all grantee materials, products, publications, news releases, etc.:

Funded through the Department of Health and Human Services, Administration for Children and

Families, Children's Bureau, Grant # _____.

- Allocate sufficient funds in the budget to support required travel:
  - Within 3 months after the award, the project director, child welfare liaison (if different from the project director), early childhood partner, evaluator, and/or other key staff must attend a 2- to 3-day kick-off meeting in Washington, DC.
  - The project director, the child welfare agency liaison (if different from the project director), early childhood partner, and the evaluator and/or other key staff must attend the annual grantee meeting, usually held in the spring in Washington, DC.

References

Del Grosso, P., Hargreaves, M., Paulsell, D., Vogel, C., Strong, D., Zaveri, H., Hague Angus, M., Coffee-Borden, B., Cole, R., & Barrett, K. (In review). *Cross-Site Evaluation of the Supporting Evidence-Based Home Visiting Grantees: Grantees' Efforts to Build Program Infrastructure to Support the Implementation, Scale-up, and Sustainability of Home Visiting Models*. Washington, DC: U.S. Department of Health and Human Services, Administration for Children and Families, Children's Bureau.

Hargreaves, M., & Cole, R. (In review). *Building infrastructure capacity to support evidence-based home visiting programs incorporating systems thinking into mixed methods intervention research*. Princeton, NJ: Mathematica Policy Research.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	$2,000,000
Expected Number of Awards:	8
Award Ceiling:	$250,000 Per Budget Period
Award Floor:	$0 Per Budget Period
Average Projected Award Amount:	$250,000 Per Budget Period

Length of Project Periods:

17-month project and budget period

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Please see *Section IV.5 Funding Restrictions* for any limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility Category:

- State governments
- County governments
- City or township governments
- Independent school districts
- Public and State controlled institutions of higher education
- Native American tribal governments (Federally recognized)

- Native American tribal organizations (other than Federally recognized tribal governments)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of early learning and education

Additional Information on Eligibility

Early Head Start Agencies and Head Start Agencies are eligible applicants.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

Collaborative efforts are strongly encouraged, but applicants must identify a primary applicant responsible for administering the grant.

If the primary applicant responsible for administering the grant is a non-profit organization or institution of higher education, the applicant must document a strong partnership with the public child welfare agency(ies) with responsibility for administering the child welfare program(s) in the targeted geographical area(s) and courts having jurisdiction over the targeted child welfare population. (See *Section IV.2 Project Description* for more information about collaboration.)

Disqualification Factors
Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information,* will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competitive review or funding under this announcement.

- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competitive review or funding under this announcement.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage. Standard Forms are also available at the Grants.gov Forms Repository website.

CB Operations Center

c/o Lux Consulting Group

8405 Colesville Road, Suite 600

Silver Spring, MD 20910

Phone: (866) 796-1591

Email: cb@luxcg.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

Copies Required:

If applying in hard copy, applicants are required to submit one original and two copies of all application materials. **If applying electronically via www.Grants.gov**, applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application materials.

Signatures:

The original signature of the Authorized Organization Representative (**AOR**) is required only on the original copy of hard copy application submissions. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Formatting Requirements:

All application materials for both hard copy (mailed or hand delivered) and electronic submissions must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the application submission (hard and electronic copies) must be sequentially numbered.** Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Hard copy application materials must be one-sided for duplication purposes. Hard copy application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

If an application exceeds the cited page limitation for double-spaced pages in the application narrative or

the double-spaced page limitation cited for the appendices and resumes, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation. **Page limitations do not include the required Standard Forms.**

This section also may include instructions on the order of assembly for hard copy (mailed or hand delivered) application submissions. Acceptable formats for applications submitted electronically via www.Grants.gov are MS-Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif.

Later in this section of the announcement, specific information on page limitations is provided. Information on required Standard Forms and other forms, certifications and assurances, D-U-N-S Numbers and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification requirements, and methods of application submission are also found later in this section (*Section IV.2.*).

A checklist of required application elements is available for applicants' use in *Section VIII. Additional Information.*

Each application must contain the following items. (Mailed or hand-delivered applications must submit this information in the order listed; electronic applications will submit them in the order prescribed by Grants.gov.)

Application for Federal Assistance. (Standard Form (SF) 424, SF-424A and SF-424-B). Follow the instructions that accompany the forms and those in *Section IV.2*, Content and Form of Application Submission and *Section V*, Application Review Information.

Certifications/Assurances. See *Forms, Assurances, and Certifications*, below.

Table of Contents. List the major sections of the application, and show the page on which each section begins.

Project Summary/Abstract (1-page maximum, single spaced). See *Section IV.2,* Project Description.

The Project Description. Applicants should organize their project description in this sequence: 1) Objectives and Need for Assistance; 2) Approach; 3) Evaluation; 4) Organizational Profiles; and 5) Budget and Budget Justification.

Budget and Budget Justification. See *Section IV.2. Project Description*.

Indirect Charges. See *Section IV.2. Project Description*.

Third-Party Agreements. See *Section IV.2. Project Description*.

Staff and Position Data. See *Section IV.2. Project Description*.

Page Limit. The length of the application package, **excluding required Standard Forms,** may be less than but must not exceed 100 pages. This includes, but is not limited to, table of contents, project summary, project description, budget/budget justification, supplemental documentation, proof of non-profit status, letters of agreement, MOUs, resumes, CVs and any other pages included in the application package. All pages of the application package must be sequentially numbered, beginning with page 1. All pages of each application, **excluding required Standard Forms,** will be counted to determine total length. All pages exceeding the 100-page limit will be removed and will not be considered in the reviewing process. A cover letter and general letters of support are not required. Applicants are reminded that if a cover letter and general letters of support are submitted, they will count towards the 100-page limit.

General Content and Form Information. To be considered for funding, each application must be

submitted with the Standard Federal Forms and must follow the guidance provided. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by the terms and conditions of the award.

For charts, budget tables, supplemental letters, and documents, applicants may use a different point size and font, but no less than 10-point size and single spaced.

All copies of an application must be submitted in a single package. A separate package must be submitted for each funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal Government for review.

Tips for Preparing a Competitive Application. It is essential that applicants read the entire announcement package carefully before preparing an application and include all of the required application forms and attachments. The application must reflect a thorough understanding of and support the purpose and objectives of the applicable legislation. Reviewers expect applicants to understand the goals of the legislation and CB's interest in each topic and to address and follow all of the evaluation criteria in ways that demonstrate this understanding. Applications that do not clearly address the evaluation criteria or program requirements generally receive very low scores and are rarely funded.

CB's website (http://www.acf.hhs.gov/programs/cb) provides a wide range of information and links to other relevant websites. Before preparing an application, applicants can learn more about CB's mission and programs by exploring the website.

Logic Model. See *Section IV.2. Project Description*.

Evaluation. Project evaluations are very important. If the applicant does not have the in-house capacity to conduct an objective, comprehensive evaluation of the project, then CB advises that the applicant contract with a third-party evaluator specializing in social science or evaluation, or a university or college, to conduct the evaluation. In either case, it is important that the evaluator has the necessary independence from the project to ensure objectivity. A skilled evaluator can help develop a logic model and assist in designing an evaluation strategy that is rigorous and appropriate given the goals and objectives of the proposed project. Additional assistance may be found in a document titled "The Program Manager's Guide to Evaluation." A copy of this document can be accessed at http://www.acf.hhs.gov/programs/opre/other_resrch/pm_guide_eval/index.html

Protection of Human Subjects.   General information about the HHS Protection of Human Subjects regulations can be obtained at http://www.hhs.gov/ohrp/. Applicants may also contact OHRP by email (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).

Organizing the Application. Reviewers will use the specific evaluation criteria in *Section V.1* of this funding announcement to review and evaluate each application. The applicant should address each of these specific evaluation criteria in the project description. Applicants should organize their project description in this sequence: (1) Objectives and Need for Assistance; (2) Approach; (3) Evaluation; (4) Organizational Profiles; and (5) Budget and Budget Justification. The applicant must use the same headings as these criteria, so that reviewers can readily find information that directly addresses each of the specific review criteria.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at ACF Funding Opportunities Forms or at the Grants.gov Forms Repository unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission required prior to award.	Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is due prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants when applying for a non-construction project by the application due date.	Required for all applications when applying for a non-construction project .

DUNS Number (Universal Identifier)	Required for all applicants.	Required for all applicants.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary. Submission may be made with the application or prior award.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application. Hard copy submissions should include the survey in a separate envelope.
Central Contractor Registration (CCR)	Required for all applicants.	Required for all applicants.

Additional Assurances and Certifications

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq*., requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 C.F.R. part 82, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters is available at http://www.acf.hhs.gov/grants/grants_resources.html.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/notices.html#policy.

Non-Federal Reviewers
Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

DUNS Number and CCR Registration Requirements

DUNS Number Requirement

All applicants and sub-recipients must have a DUNS number (Data Universal Numbering System) at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov.   A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at http://fedgov.dnb.com/webform. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
Monday - Friday 7 a.m. to 8 p.m., c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receivesubawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Definitions:

Central Contractor Registration (CCR): The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Data Universal Numbering System (DUNS) Number: The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity:
Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity:
- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward: This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

First Tier Subrecipient: An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions
ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1.* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Applicants are required to demonstrate commitment of the appropriate State, local, or tribal child welfare agency(ies) and an appropriate early care and education agency(ies) to undertake the proposed work under this funding opportunity. Applicants are strongly encouraged to demonstrate meaningful partnerships with the various systems, particularly Head Start, child care, courts, substance abuse treatment, and mental health services and post-permanency supports, as appropriate.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

The evaluation should be designed to collect systematic data that will empirically determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of the objectives can be attributed to project activities. Evaluation plans should include the analytic method(s) to be used for determining the effectiveness of the strategies and descriptions of data collection tools or assessment instruments if applicable. Both qualitative and quantitative methods are encouraged and expected.

Through this funding opportunity, applicants are expected to develop capacity for data to measure system functioning. Applicants should consider data elements that best relate to their proposed projects. For applicants consideration, data may include:

- Increased identification and attendance
    - The change in the percentage of children, ages birth to 5 years, who remained in the same early education setting for at least 1 year.
- Improved system functioning
    - The number of trainings and workshops developed and provided to early childhood and child welfare staff;
    - The percent of early childhood and child welfare staff who attend trainings and workshops;
    - Comparing pre- and post- skill development relative to the training and workshop goals;
    - The average number of service referrals pre-/post-implementation of multidisciplinary team decision making; and
    - The change in staff perceptions of the impact of the activities on increased efficiency and/or capacity.

At a minimum, the applicant will be expected to conduct a process evaluation of the project.

Applications should include a logic model that presents the conceptual framework for the proposed project and explains the linkages among program elements.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Logic Model

Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Organizational Capacity

- Organizational charts
- Contact persons and telephone numbers
- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Dissemination Plan

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for the proposed project that is being fully funded (the budget period and project period are the same). The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies
Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual
Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at $100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other
Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income
Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Paperwork Reduction Disclaimer
As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov
- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at http://www.grants.gov where the electronic application can be downloaded for completion.
- To apply electronically, applicants and sub-recipients must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times.*
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants, and sub-recipients are required to have CCR registration in order to apply for Federal grants and cooperative agreements.

- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.

- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at the Grants.gov Registration Checklist.
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at:1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their application.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.

Hard Copy Submission

Applicants that are submitting their applications in hard copy format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applications submitted in hard copy must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at http://www.dnb.com. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:U.S. and U.S Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., c.s.t.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration. CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active

award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **07/25/2011**

Explanation of Due Dates
The due date for receipt of applications is listed in the *Overview* and in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will disqualified from competition.

Hand-Delivered Applications

Applications that are hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in the *Overview* and in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement. Applications received after the stated due date and time will be designated as late and will disqualified from competition.

Electronically-Submitted Applications

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via www.Grants.gov may be found at the Grants.gov Registration Checklist.

Electronically-submitted applications must be **received and validated** at www.Grants.gov by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via www.Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission to www.Grants.gov. This email will provide a **Grants.gov tracking number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time-stamp, which serves as the official record of application submission.** The date and time-stamp must reflect a submission time on, or before, 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.

2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.

3. An additional email from ACF will be sent to the applicant indicating that the application has been retrieved from www.Grants.gov by ACF.

Late Applications

No appeals will be considered for applications classified as late under the following circumstances:

- Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.

- Electronically-submitted applications are considered late, and are disqualified, when the date and time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.

- Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified.

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive the due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Upon submission of an application electronically via http://www.Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tr Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative (AOR).
3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.
Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Hand Delivery

CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Objectives and Need for Assistance	Maximum Points: 20

In reviewing the objectives and need for assistance, reviewers will consider the extent to which:

1. The application demonstrates an understanding of the goals and objectives of the relevant legislation and this FOA.
2. The proposed project will contribute to achieving those legislative goals and objectives and the goals stated in this FOA.
3. The application presents a clear description of the proposed project, including a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project.
4. The application demonstrates a thorough understanding of the need for agencies to develop and implement partnerships to support the target population specified in this FOA, as well as the need for these programs to be effectively linked to other relevant early childhood systems as a means of improving outcomes.
5. The application demonstrates a thorough understanding of the need to assess the characteristics of the target population, including age, race, ethnicity, sibling status, and connection to the community; the service needs of this population and community; and the status of existing services for the target population.

Approach	Maximum Points: 35

In reviewing the approach, reviewers will consider the extent to which:

1. The application provides a reasonable timeline for implementing the proposed project, including major milestones and target dates. The application describes the factors that could speed or hinder project implementation and explains how these factors would be managed.
2. A well-defined logic model guides the proposed project. The logic model demonstrates strong links between proposed inputs and activities and intended short- and long-term outcomes.
3. The extent to which the proposed project would enhance the capacity of the State and local child welfare agencies to develop and implement effective policies and procedures for identifying, coordinating, and providing multi-disciplinary interventions for the target population in this funding announcement.
4. The State, county, or tribal child welfare agency is the lead agency or a key partner and will take

an active role in the project throughout the entire length of the project.

5. The extent to which there will be an effective administration and organizational interface between the applicant and the appropriate State child welfare agency and other community agencies.
6. There are letters of commitment or memoranda of understanding (MOUs) from organizations, agencies, and consultants that will be partners, subcontractors, or collaborators in the proposed project. These documents describe the role of the agency, organization, or consultant and detail specific tasks to be performed.
7. The project would be culturally responsive to the target population.
8. The design of the proposed project reflects up-to-date knowledge from the research and literature on known effective practices and builds on current theory, research, evaluation data, and best practices. The project is innovative and would contribute to increased knowledge or understanding of the problems and issues addressed by this FOA. The project is likely to yield findings or results about effective strategies and contribute to and promote evaluation research and evidence-based practices that may be used to guide replication or testing in other settings.
9. The proposed project would develop into a model site for other jurisdictions to look to in developing the ability to implement infrastructure as an ongoing part of agency functions.
10. The project provides information on strategies used and the outcomes achieved that would support evidence-based improvements of practices in the field.
11. The proposed project would be integrated into the grantee's ongoing practices with the goal of continuous data-informed partnerships that will improve outcome for the target population.
12. There is a sound plan for continuing this project beyond the period of Federal funding under this funding opportunity announcement.
13. The applicant presents a detailed and sound plan, addressing the factors described in this FOA, for strategically and effectively disseminating project information and findings.
14. If the primary applicant responsible for administering the grant is a non-profit organization or institution of early learning, the application includes documentation of a strong partnership with the public child welfare agency(ies) with responsibility for administering the child welfare program(s) in the targeted geographical area(s) or having jurisdiction over the targeted child welfare population. This documentation includes the following:

- Letter(s) of commitment or MOU(s) from the relevant public child welfare agency(ies), which describe, in detail, the roles and responsibilities of the project partners;
- Evidence that the relevant public child welfare agency(ies) fully understand, are fully committed to the proposed project, and demonstrate a willingness to be fully engaged in the activities that are described in the application;
- Evidence that the relevant public child welfare agency(ies) will follow through on these commitments, regardless of changes in administration, economic status, or other foreseeable factors; and
- Any other evidence that would demonstrate the full commitment of the relevant public child welfare agency(ies) to making the proposed project a success.

Evaluation	Maximum Points: 20

In reviewing the evaluation plan, reviewers will consider the extent to which:

1. The applicant proposes a clear and convincing plan for evaluating the project and satisfies the requirements for the evaluation published in this FOA. The methods of evaluation are feasible, comprehensive, and appropriate to the goals, objectives, and context of the project. The evaluation plan is strongly guided by the project's logic model. The project's evaluation plan would rigorously measure achievement of project objectives, changes in collaborative practices, and the impact of the project on the developmental outcomes for children ages birth to 5 years.
2. The methods of evaluation include the use of strong measures that are clearly related to the

intended outcomes of the program as identified in the project logic model. The evaluation includes measures of outcomes, in addition to measures of inputs and outputs.

3. The applicant either demonstrates that they have the in-house capacity to conduct an objective and rigorous evaluation of the project or presents a sound plan for contracting with a third-party evaluator. The proposed evaluator has sufficient experience with research and/or evaluation, understands the population of interest, and demonstrates the necessary independence from the project to assure objectivity.
4. The application provides an appropriate, feasible, and realistic plan for using evaluation findings to produce ongoing documentation of project activities and results. The evaluation plan includes performance feedback and periodic assessment of program progress that can be used to modify the program, as necessary, and serve as a basis for program adjustments.
5. The applicant presents a detailed and sound plan, addressing the factors described in this FOA, for strategically and effectively disseminating project information and findings.

Organizational Capacity	**Maximum Points: 20**

In reviewing the organizational profiles, reviewers will consider the extent to which:

1. The applicant's organization and any partnering organizations collectively have relevant experience and expertise with the administration, development, implementation, management, and evaluation of similar projects related to children ages birth to 5 years, and in supporting collaboration among the child welfare, early education, and other relevant child serving agencies. Each participating organization (including partners and/or subcontractors) possesses the organizational capability to fulfill its assigned roles and functions effectively.
2. The proposed project director and key project staff demonstrate sufficient relevant knowledge, experience, and capabilities (e.g., resume) to effectively institute and manage a project of this size, scope, and complexity. The role, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners, is clearly defined (e.g., job description) and appropriate to the successful implementation of the proposed project.
3. There is a sound management plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality. The plan clearly defines the role and responsibilities of the lead agency. The plan clearly describes the effective management and coordination of activities carried out by any partners, subcontractors, and consultants (if applicable).
4. There would be a mutually beneficial relationship between the proposed project and other work planned, anticipated, or underway with Federal assistance by the applicant.

Budget and Budget Justification	**Maximum Points: 5**

In reviewing the budget and budget justification, reviewers will consider the extent to which:

1. The application includes a detailed narrative budget justification for each year of the project. The costs of the proposed project are reasonable, in view of the activities to be conducted and expected results and benefits. The budget includes the costs associated with travel to grantee meetings in Washington, DC.
2. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this FOA.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times,* or those with requests that exceed the award ceiling, stated in *Section II. Award Information,* will receive a screen-out letter noting that the application was deemed non-responsive and will not be considered for competitive review or funding under this announcement. For those applications that have been deemed disqualified under the initial ACF screening, notice will be given of such determination by postal mail.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds, may be held over by ACF and re-considered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Applications will be reviewed during the Summer 2011. Grant awards will have a start date no later than September 30, 2011.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

Other correspondence announcing to a Principal Investigator or Project Director that an application was selected is not an authorization to begin performance. Costs incurred before receipt of a FAA are at the recipient's risk and may be reimbursed only to extent considered allowable as approved pre-award costs.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at www.gpo.gov/fdsys/.

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, and additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" are available at http://www.hhs.gov/fbci/regulations/index.html.

The Code of Federal Regulations (C.F.R.) is available at www.gpo.gov/fdsys/.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports

due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the ACF Funding Opportunity website Forms page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities web site at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's **Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement** implementing this requirement and additional award applicability information.

VII. Agency Contacts

Program Office Contact

Elaine Stedt
Administration for Children and Families
Administration on Children, Youth and Families
Children's Bureau
Portals Building
1250 Maryland Avel, SW
Washington, DC 20024
Phone: (202) 205-7941
Fax: (202) 260-9345
Email: elaine.stedt@acf.hhs.gov

Office of Grants Management Contact

Ben Sharp
CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591
Email: cb@luxcg.com

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at
1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information
Interchange).

VIII. Other Information

NOTICE: **ACF intends to implement all electronic application submission via www.Grants.gov for
applications for discretionary awards in FY 2012. For applicants without Internet access, or those
without the computer capacity to upload large documents, ACF will offer a waiver procedure. In
2011, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all
electronic application submission via www.Grants.gov for applicants for discretionary awards.**

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet http://www.hhs.gov/.

Administration for Children and Families (ACF) on the Internet http://www.acf.hhs.gov/.

Administration for Children and Families - ACF Funding Opportunities
homepage http://www.acf.hhs.gov/grants/.

Catalog of Federal Domestic Assistance (C.F.D.A.) https://www.cfda.gov/.

Code of Federal Regulations (C.F.R.) http://www.gpo.gov/fdsys/.

United States Code (U.S.C) http://www.gpo.gov/fdsys/.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov http://www.grants.gov/applicants/email_subscription.jsp.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to www.ccr.gov to register.	Required for all applicants. CCR registration must be active by time of award.
DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to http://fedgov.dnb.com/webform to obtain DUNS Number.	Required in application submission.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/ grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/ agencies/ aforms_repository_information.jsp.	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at http://www.acf.hhs.gov /grants/grants_resources.html.	Submission is due by the application due date found in the Overview and in Section IV.3.

Table of Contents	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.
Logic Model	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-LLL - Disclosure of Lobbying Activities, if applicable	"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at http:// www.acf.hhs.gov /grants/grants_resources.html. Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	If applicable, submission is due prior to award.

Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.
Proof of Non-Profit Status	Referenced in Section IV.2. of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission is due prior to award.
Project Sustainability Plan	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2. of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html.	Submission is due prior to award.
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http:// www.whitehouse.gov /omb/grants_spoc/ as indicated in Section IV.4. of this announcement.	Submission due to State Single Point of Contact by the application due date found in the Overview and in Section IV.3.

Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Referenced in Section IV.2. of the announcement and available at http://www.hhs.gov/ohrp/assurances/forms/index.html.	Submission is due prior to award.
Survey on Ensuring Equal Opportunity for Applicants	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package. Applicants applying electronically, may submit this survey along with the application. The survey is referenced in Section IV.2. of the announcement. The survey may be found at http:// www.acf.hhs.gov /grants/grants_resources.html.	Submission is voluntary. Submission may be made with the application or prior to award.

Appendices